

**DEPARTMENT OF
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To: All TANF Cash Assistance Policy Manual Holders

From: Del Bock, TANF Program Policy Specialist
Public Assistance Bureau, Central Office.

Subject: TANF Cash Assistance Bulletin TB-34

Please place this bulletin at the beginning of the TANF Manual Section 701-3.

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SECTION: Case Management
Participation Components

SUBJECT: HNA/HNC Component Codes

EFFECTIVE DATE: 7/1/07

INTRODUCTION: Based on changes in the allowable work activities defined in the Deficit Reduction Act and the changes in the pro-rating of TANF benefits, changes have been made to the use of the Hours Not Accounted for (HNA) and the Hours Not Completed (HNC) component codes.

POLICY: When a household applies for TANF cash assistance and the application date is after the first of the month, the initial month of benefits is pro-rated either to the date of application or to the date of negotiation of the Employability Plan (EP) with the WoRC Case Manager. (TANF 103-5)

Because participants are not required to participate in employment and training activities prior to the date of application and may not have a complete understanding of the requirements to participate in employment and training activities until the time they negotiate an EP with the WoRC Case Manager, we will now allow the use of the **HNC** component code for the following:

1. Hours between the first day of the application month and the application date for individuals referred to Tribal NEW;
and

2. Hours between the date of application and the date of the EP negotiation with the WoRC Case Manager for individuals referred to WoRC, **provided that allowable work activities cannot be reconstructed.**

HNA COMPONENT

The HNA component will be discontinued effective 7/1/07 and will not be available for use on an EP for the benefit month of 07/07 or later.

HNC COMPONENT

The **HNC** Component code will be used by either the OPA Case Manager or the WoRC Case Manager as follows:

OPA CASE MANAGER

The OPA Case Manager will use the HNC component code for TANF households who are referred to Tribal NEW for case management services. HNC will account for the time period between the first of the month and the application date. The use of the HNC code by the OPA Case Manager will be limited to the initial month of application.

WORC CASE MANAGER

The WoRC Case Manager will use the HNC component code for households who are referred to WoRC for case management services. HNC will account for the time period between the first of the month and the date the individual negotiates their Employability Plan (EP) with WoRC.

The HNC code by may be used by the WoRC Case Manager in the first two (2) months of benefits, if engagement with the WoRC Case Manager does not occur in the initial application month. The use of the HNC code by the WoRC Case Manager will be limited to the application month and the following month.

HNC HOURS

TEAMS will continue to edit the number of hours attributed to the HNC code based on the application date (TANF 701-3 page 2).

EXAMPLES:

Example 1: Mom and 2 children apply for TANF on 8/6/07. Mom takes advantage of a same day interview and is referred to WoRC that day. The OPA Case Manager would enter a WRC component on EMPL with a start date of 8/6/07 and an end date of 8/31/07. They would also enter a WRC component with a start date of 9/1/07 and an end date of 999999.

Mom meets with her WoRC Case Manager on 8/7/07 and negotiates her EP on that day. In conversation with the WoRC Case Manager they identify that Mom had completed 16 hours of job search between 8/1/07 and 8/7/07. The WoRC Case Manager would enter the following on EMPL to cover the time period between the first of the month and the date the EP is negotiated:

JBS	8/1/07 through 8/7/07	16 hours
HNC	8/1/07 through 8/7/07	17 hours

The remainder of the activities and hours will be negotiated between Mom and the WoRC Case Manager.

NOTE: The WoRC Case Manager would authorize EMPS on 8/7/07. Because the EP was negotiated within 3 working days of referral, the start date of benefits would be 8/6/07.

Example 2: Dad and 1 child apply for TANF on 8/13/07. Dad does not take advantage of the same day interview. The OPA Case Manager sends the A032 "TANF Interview Scheduled" notice and the A034 "TANF Participation Information" notice off TEAMS on 8/13/07. Dad completes the interview with the OPA Case Manager on 8/20/07 and is referred to Tribal NEW for case management services. The OPA Case Manager would enter the following on EMPL:

HNC 8/01/07 through 8/13/07 66 hours
NEW start and end dates are automatically set by TEAMS.

NOTE: Because Dad is referred to Tribal NEW for case management services, the start date of benefits will be 8/13/07.

Example 3: Mom and 3 children apply for TANF on 8/27/07. Mom takes advantage of the same day interview and is referred to WoRC that day. The OPA Case Manager would enter a WRC component on EMPL with a start date of 8/27/07 and an end date of 8/31/07. They would also enter a WRC component with a start date of 9/1/07 and an end date of 999999.

Mom doesn't meet with her WoRC Case Manager until 9/4/07. She negotiates her EP on that day. Mom provides the HCS-710 booklet to the WoRC Case Manager however there are no allowable activities that can be reconstructed between the date of application and the date she is negotiating her EP as Mom has been hospitalized since 8/28/07. The WoRC Case Manager would enter the following on EMPL for the benefit month of 08/07:

HNC 8/1/07 through 8/31/07 132 hours

The WoRC Case Manager would enter the following on EMPL for the benefit month of 09/07:

HNC 09/01/07 through 09/04/07 32 hours
Other negotiated activities for the month of 09/07.

NOTE: The WoRC Case Manager would authorize EMPS on 9/4/07. Because the EP was not negotiated within 3 working days of referral, the WoRC Case Manager must determine whether or not good cause exists for the delay in negotiation. Based on the hospitalization, good cause does exist. The WoRC Case Manager would enter a "Y" in the GOOD CAUSE field on EMPS when authorizing. Start date of benefits would be 8/27/07.

If instead Mom did not have good cause for the delay in negotiation, the WoRC Case Manager

would enter an “N” in the GOOD CAUSE field on EMPS when authorizing. The OPA Case Manager would change the start date of benefits to be 9/4/07. (In this instance, the FIA/EP for 08/07 would be erased from TEAMS.)

**RECONCILIATION
OF HNC (EMPR)**

The HNC component code will be available for use during manual reconciliation by a WoRC Case Manager on the Employability Reconciliation screen (EMPR). The HNC component can be added on EMPR provided it is being entered for the first two months of benefits.

Hours attributed to the HNC code on EMPL will display on EMPR and can be updated on EMPR as long as the hours edits are met.

**RECONCILIATION
OF HNC (PARE)**

If a WoRC Case Manager indicates that the EP should be auto-reconciled ('Y' placed on PARE), TEAMS will auto-reconcile the negotiated hours attributed to the HNC component.

**SYSTEM
RECONCILIATION**

The HNC component code will be system reconciled if it has been on EMPL by an OPA Case Manager (referral to Tribal NEW).

**WRC COMPONENT
CODE**

Minor changes have been made to the edits on the WRC component code to allow the OPA Case Manager to indicate the start date of the WRC component code. This start date should be consistent with the date the client is referred to the WoRC Program for case management services and has signed the Family Investment Agreement (FIA) with the OPA Case Manager.

NOTE: Numerous changes have been made to the edits, error messages and alerts on TEAMS. These will be outlined in the TEAMS Bulletin. Please review it carefully and thoroughly when you receive it.

UPDATED MANUAL MATERIAL WILL BE DISTRIBUTED AS SOON AS POSSIBLE. UNTIL THAT TIME, USE THIS BULLETIN AS A GUIDE. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR REGIONAL POLICY SPECIALIST.
Thank you.